

FAMILY DIVISIONS / FAMILY SERVICES GRANT MID-YEAR BUDGET MODIFICATION REQUEST FORM

Jurisdiction: _____

Fiscal Year: _____

Date Submitted: _____

Please use this form to request any Mid-Year Budget Modifications for your Family Divisions / Family Services Grant. Please submit the completed form to:

*Pamela Cardullo Ortiz, Executive Director
Department of Family Administration
Administrative Office of the Courts
Maryland Judicial Center
580 Taylor Avenue, 2nd floor
Annapolis, Maryland 21401
Phone: 410-260-1580*

This Mid-Year Budget Modification Request Form has been prepared and submitted by:

Name (printed)

Title

Signature

Date

MODIFICATION APPROVED:

*Pamela Cardullo Ortiz, Executive Director
Family Administration*

Date

REASON FOR BUDGET MODIFICATION. *Please detail below the reasons you are requesting a budget modification. If you are adding or changing any positions, please list those positions and explain the change. Please highlight whether the changes requested are for one-time expenditures or whether they will become regular items in future budgets. [PLEASE ATTACH ADDITIONAL PAGES IF NECESSARY].*

Description	CURRENT BUDGET	REQUESTED BUDGET	CHANGE REQUESTED (+/-)
OPERATIONAL EXPENSES			
Administrative Personnel ¹ : a. Salaries b. Fringe			
Judicial/Magisterial Personnel ² : a. Salaries b. Fringe			
Services/Professional Personnel ³ : a. Salaries b. Fringe			
Dues/Subscriptions/Publica tions			
Equipment/Software			
Information Management			
Printing/Photocopying			
Supplies			
Telephone			
Training a. Judicial b. Staff			
Travel			

Description	CURRENT BUDGET	REQUESTED BUDGET	CHANGE REQUESTED (+/-)
SERVICES EXPENSES			
ADR Programs			
Child Counsel / (all types)			
Children - Childcare / Waiting Rm			
Children - Psychoeducational			
Custody Investigations			
Domestic Violence - Advocacy			
Domestic Violence - Counseling / Treatment / AIPs			
Emergency Assistance			
Juvenile Programs			
Mental Health - Evaluations			
Mental Health - Treatment			
Parenting Coordination and Education			
Self-Help Centers and Assistance			
Substance Abuse - Evaluations			
Substance Abuse - Treatment			
Visitation Services			
Other Contractual Services:			
TOTALS:			